



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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**PROPERTY CONTROLLER I  
\$2,960 - \$3,706  
ENFORCEMENT BRANCH HEADQUARTERS  
SACRAMENTO**

**RESPONSIBILITIES:**

Under the direction of the Unit Manager or designee, the Property Controller I performs property control related duties within the Enforcement Branch Headquarters (EBHQ). The incumbent is responsible for providing a wide variety of business management functions including the maintenance of large databases and spreadsheets used to track various equipment and property utilized throughout the Enforcement Branch (EBHQ, Fraud and Investigation Divisions) shipping and receiving property and equipment to 17 Regional Offices; creating spreadsheets, databases, emails, letters, and memos, as needed; collecting and tracking maintenance and mileage of vehicles issued within the Branch; and surveying and transferring various property. The Property Controller I assists other unit staff and Regional Offices in asset management, inventory control, and records management. The incumbent exercises a high degree of initiative and independence in performing assigned tasks with a cooperative attitude and commitment to teamwork. Ability to transport items up to 50 pounds, bending and kneeling is required. ***Background check, fingerprinting, and a medical exam are required. Free Parking! Close to Light Rail!***

**DESIRABLE QUALIFICATIONS:**

- Proficient in working with various computer databases and software packages such as Microsoft Word, Access, Excel, PowerPoint, and Outlook;
- Ability to work flexible hours;
- Demonstrated ability to exercise a high degree of initiative and independence in performing assigned tasks;
- Demonstrated ability to work in a team environment with commitment and a cooperative attitude;
- Ability to legally operate a motor vehicle;
- Ability to work well under pressure and with short deadlines;
- Ability to act in a professional manner to establish and maintain an effective working relationship with clients of various levels in the Department, general public and other state departments and public entities;
- Demonstrated ability to handle sensitive and confidential issues and materials;

9/26/14 EMC

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**DO NOT SUBMIT APPLICATIONS TO CALHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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- Demonstrated ability to handle changing priorities and deadlines;
- Demonstrated ability of tact, good judgment, and dependability.

### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Property Controller I level, those with transfer eligibility, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

**All applicants**, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

### **APPLICATION PROCEDURE:**

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Eva Crew, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE “PROPERTY CONTROLLER I, PSN # 413-189-1550-001” ON THE STATE APPLICATION.**

**Applications must be postmarked by the final filing date to be considered.** For additional information, please call Eva Crew at (916) 492-3310.

**FINAL FILING DATE: October 10, 2014 by 5:00 p.m. – Close of Business**

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**NOTES:** Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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